

MAPCY

- BLANK UNIFORM ASSESSMENTS UPDATED IN V15.4
 - MAPCY CHILD DOMAINS
 - MAPCY YOUTH DOMAINS
- NEW PERSON DOCUMENTS:
 - MAPCY ASSESSMENT NOTICE – CAREGIVER FC TO PERMANENCY
 - EXTRAORDINARY LEVEL APPROVAL NOTICE FC TO PERMANENCY

NEW SSIS CHRONOLOGY DOCUMENTS

- THE FOLLOWING CHRONOLOGY DOCUMENTS HAVE NEW OR UPDATED LANGUAGE REGARDING CREDIT REPORTS FOR YOUTH IN FOSTER CARE AGES 14 TO 17:
 - NOTICE TO PARENT(S) CHILD IN VOLUNTARY TREATMENT FOSTER CARE
 - NOTICE TO PARENT(S) AMERICAN INDIAN CHILD IN VOLUNTARY PLACEMENT
 - NOTICE TO PARENT CONSIDERING VOLUNTARY PLACEMENT OF A CHILD
 - NOTICE TO PARENT CONSIDERING VOLUNTARY PLACEMENT OF AN INDIAN CHILD
 - VOLUNTARY OUT-OF-HOME PLACEMENT AGREEMENT CONSENT-INDIAN CHILD
 - VOLUNTARY OUT-OF-HOME PLACEMENT AGREEMENT NON-INDIAN CHILD
 - VOLUNTARY PLACEMENT AGREEMENT FOR TREATMENT AMERICAN INDIAN CHILD
 - VOLUNTARY PLACEMENT AGREEMENT FOR TREATMENT NON-INDIAN CHILD

DHS RETENTION SCHEDULE

- IF YOU HAVE QUESTIONS ABOUT THE DHS RETENTION SCHEDULE AND SSIS PURGE RETENTION DATES, PLEASE CALL THE HELP DESK.

DHS BULLETINS TO REVIEW

- TIMELY CASE DOCUMENTATION IN THE SOCIAL SERVICE INFORMATION SYSTEM (SSIS) SUPPORTS CASE PRACTICE #15-68-22
- EXTENDED FOSTER CARE FOR YOUTH AGES #18-21
- TITLE IV-E NORTHSTAR KINSHIP ASSISTANCE PROGRAM REQUIREMENTS #15-68-15

KINSHIP ELIGIBILITY VERIFICATION

REMIND WORKERS TO VIEW THE STATUS AT DHS FIELD FOR EACH CHILD ON A DAILY BASIS.

Creation Date:	10/29/2014
Status at DHS:	Agency initial set up
Workgroup:	Tessa Malone CP Assessment 08/19/2013
Primary Contact:	Fujest-Admra, Tina A.V
Continuous Placement:	06/19/2013 - Present (201038923)
Legally Responsible Agency:	Mahnomen
Person Kinship ID:	211046173
DHS Number:	

CW-TCM

- PLEASE REVIEW THE FULL ARTICLE THAT SUE KRINKIE, FORMER CW-TCM COORDINATOR, AND THE SSIS FISCAL TEAM WROTE FOR LAST WEEK'S SSIS UPDATE.
- SUE PROVIDED INFORMATION ON FEDERAL AUDITS:
 - NOT ALL CLAIMS ARE REVIEWED – ONLY A SMALL SAMPLE
 - EVEN THE SAMPLE IS SMALL – THERE IS NO WAY TO KNOW WHICH CLAIMS ARE GOING TO BE REVIEWED
 - THIS IS WHY ALL CLAIMS NEED TO BE VALID WITH PROPER DOCUMENTATION.
 - LAST AUDIT ONLY 118 CLAIMS WERE REVIEWED AND FROM THAT 7 WERE CONSIDERED INVALID.
 - FEDERAL AUDIT DETERMINES THE FORMULA OF HOW MANY OF ALL CLAIMS SUBMITTED WOULD BE INVALID BY A FORMULA BASED ON HOW MANY OF ALL CLAIMS SUBMITTED WOULD BE INVALID.
 - THEY DETERMINED THAT MINNESOTA HAD TO PAY BACK WAS A LITTLE OVER \$3.5 MILLION.
 - ALL COUNTIES AND TRIBES RECEIVING CW-TCM ARE ASSESSED AN AMOUNT THAT IS SET IN STATUTE.

CW-TCM ASSESSMENT REQUIREMENTS

- A CW-TCM ASSESSMENT MUST BE COMPLETED FOR EACH CHILD PRIOR TO CLAIMING. IF THE ASSESSMENT IS NOT DOCUMENTED ALL CLAIMS WILL BE INVALID.
- THE CW-TCM ASSESSMENT INCLUDES:
 - ELIGIBILITY CRITERIA THAT THE CHILD MEETS
 - CASE FINDING SPECIFIC TO THE CHILD AND PROVIDES THE REASON THE CHILD MEETS THE ELIGIBILITY CRITERIA.
 - COMPLETED CASE PLAN.

GOOD CASE FINDING DOCUMENTATION

- THE CHILD IS IN NEED OF PROTECTION AND SERVICES DUE TO NEGLECT AS THE CHILD, AGE 4, WAS LEFT ALONE AND DRUGS WERE FOUND IN THE HOME.
- THE CHILD IS IN PLACEMENT AS THE POLICE WERE CALLED TO THE HOME DUE TO A DOMESTIC ARGUMENT BETWEEN THE MOTHER AND HER BOYFRIEND. THE CHILD WAS PLACED ON A 72 HOUR HOLD.
- THE CHILD EXPERIENCED MALTREATMENT AS THE CHILD WAS HIT WITH A BELT BY THE PARENT RESULTING IN BRUISES ON THE CHILD.

POOR CASE FINDINGS DOCUMENTATION

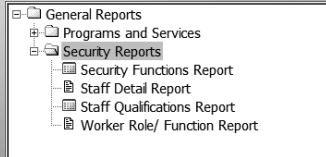
- A MALTREATMENT REPORT WAS RECEIVED AND AN ASSESSMENT WILL BE COMPLETED. (NOT SPECIFIC TO THE CHILD. UNKNOWN WHAT OCCURRED TO PUT THE CHILD "AT RISK")
- THE CHILD HAS EDUCATIONAL, MEDICAL AND SOCIAL NEEDS. (TOO GENERAL AND VAGUE)
- THE CHILD WAS REFERRED FOR SERVICE. (TOO GENERAL AND VAGUE)
- THE PARENT IS CHEMICALLY DEPENDENT AND NEEDS CD TREATMENT. (ONLY ABOUT PARENT)

SSIS ADMINISTRATION ROLES AND FUNCTIONS

- REVIEW OF SSIS ADMINISTRATION
- USER SSIS ADMIN REPORTS TO SET UP USERS
- SET UP USERS IN SSIS ADMIN AND DO A YEARLY REVIEW

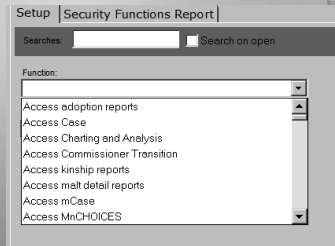
GENERAL REPORTS IN SSIS ADMIN

- SECURITY REPORTS:
 - SECURITY FUNCTIONS REPORT
 - STAFF DETAIL REPORT
 - STALL QUALIFICATIONS REPORT
 - WORKER ROLE/FUNCTION REPORT



SECURITY FUNCTIONS REPORT

GRID REPORT
OVERALL LOOK AT YOUR AGENCY'S SSIS SECURITY FOR USERS



REVIEW USER PROFILES SHOULD CURRENT ROLES BE UPDATED?

The screenshot shows a web-based form for reviewing user profiles. It includes tabs for 'Program restrictions', 'Department Assignments', 'Unit Assignments', 'Units supervised', 'Qualifications', and 'Special Studies'. The form is divided into several sections: Identification (Name, First, Middle, Last, Suffix, Title, Email, Phone, SSN, Agency Staff ID, USG Staff ID, Employment Type, Overseas/Health-Care, etc.), Role (Role, New Role, Date, Workgroup/Function Scope, etc.), and other administrative fields like 'Staff Activity Required' and 'Document Dateable'.

STAFF DETAIL REPORT EXAMPLE

The screenshot shows a 'Staff Detail Report' for an employee with ID 932054019. The report includes sections for: Personal Information (Name, SSN, Birth Date, Birthplace, etc.), Role (Title, Position, etc.), Scope (Agency, Department, etc.), Reporting (Supervisor, etc.), Documents (Agency Contract, etc.), Program Restrictions (Subject, etc.), Department Assignments (Unit, etc.), Staff Assignments (Unit, etc.), and Staff Qualifications (Listed in a table with columns for Name, Agency, Position, Status, etc.).

REVIEW CURRENT STATUS IN ADMIN

- ARE ALL STAFF ENTERED?
- DO ALL STAFF WHO ARE NO LONGER EMPLOYED HAVE A TEMP ROLE OF "NONE"?
- ARE ALL SITE LOCATIONS ENTERED AND CORRECT?
- ARE ALL DEPARTMENTS CORRECT?
 - UNITS ASSOCIATED WITH DEPARTMENTS?
 - STAFF CORRECTLY ASSOCIATED WITH UNITS?
 - ROLES WITH APPROPRIATE ASSIGNED FUNCTIONS?
 - STAFF ASSIGNED TO ROLES?
 - EXTERNAL PLACEMENT CASE MANAGERS UPDATED?

CONFIDENCE IN SSIS SECURITY

- UNDERSTANDING ROLES AND FUNCTIONS IN SSIS ADMIN
- EASIER TO MAINTAIN IN THE FUTURE
- COMPLIANCE WITH DATA PRACTICES
- BETTER UNDERSTANDING OF WHO HANDLES WHAT IN YOUR AGENCY
- OPPORTUNITIES OF FINDING NEEDED BACKUP AND CROSS TRAINING

QUESTIONS?

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